

User Manual for Contractors / Suppliers for Online Bill Tracking

1. Introduction

A functionality has been provided in IREPS Portal whereby the Suppliers/ Contractors can track the location and status of their bills for payment already submitted to the bill passing authority.

This module is applicable for:

- Works and Service contracts,
- For supply contracts for non-stock items i.e. for bills that are not submitted to accounts department directly, but are submitted to concerned executive departments for passing.

The module is not applicable for bills against Supply orders for Stock items which are submitted directly to Accounts department. The position of such bills can be viewed directly by clicking on View Bills Status link on Contractor/ Supplier Home page.

2. Initiating Bill Tracking Process

Bill Tracking can be initiated by the contractors / suppliers in the following ways:

- For contracts placed against IREPS tenders** the user can click on the Bill tracking icon (📄) in the **My Tenders- Closed** folder on the Home page as shown below:

My Tenders				
<ul style="list-style-type: none"> Live ↕ Closed (Last 180 Days) ← 				
Dept/Rty. Unit	Tender No.	Tender Title	Closing Date/Time	Actions
EPS HQ-ENGINEERING / IREPS	JVYes3	fdgs fgsfgs	22/11/2017 13:00	T 📄 📄 📄 📄 📄 ↗
EPS HQ-ENGINEERING / IREPS	JVNo-1	fdgs fgsfgs	11/11/2017 15:00	T 📄 📄 📄 📄 📄
EPS HQ-ENGINEERING / IREPS	JVyes-1	fdgs fgsfgs	10/11/2017 17:00	T 📄 📄 📄 📄 📄
CRIS PURCHASE / IREPS	JV-01-7nov17	test for joint venture	09/11/2017 12:30	T 📄 📄 📄 📄 📄
CRIS PURCHASE / IREPS	JV001	test for joint venture	07/11/2017 16:45	T 📄 📄 📄 📄 📄
CRIS PURCHASE / IREPS	JV-02	test for joint venture	07/11/2017 14:00	T 📄 📄 📄 📄 📄
EPS HQ-ENGINEERING / IREPS	WORKS001	WORKS/SINGLE RATE FOR TENDER/ABOVE.BELOW	06/11/2017 14:00	T 📄 📄 📄 📄 📄

Bill Tracking icon can also be accessed through Search Results in **Search Tender** functionality as shown below:



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Last 6 months
 Last 3 months
 Custom Date

*Date range should be within 6 months.

Please click on to view Railways' reply to Bidders' queries

Tender search results 24

Deptt./Rly. Unit	Tender No	Tender Title	Status	Uploading Date/Time	Due Date/Time	Due Days	Actions
CRIS PURCHASE/IREPS	120	fhfhg		28/09/2017 16:53	29/09/2017 15:00	LAPSED	T
CRIS PURCHASE/IREPS	WORKS2	WORKS OPEN TENDER		28/09/2017 16:50	29/09/2017 15:00	LAPSED	T
CRIS PURCHASE/IREPS	JUGUL03102017E	Functionality flow		03/10/2017 13:34	03/10/2017 14:45	LAPSED	T
CRIS PURCHASE/IREPS	JUGUL28092017B	Tender for Testing Related Security	Published	28/09/2017 15:11	03/10/2017 15:00	LAPSED	T
CRIS PURCHASE/IREPS	03-OCT-2017W	Name of Work Name of Work Name of Work	Published	03/10/2017 15:30	03/10/2017 16:45	LAPSED	T
CRIS PURCHASE/IREPS	12102017	DBDFDGDG	Published	12/10/2017 14:56	13/10/2017 11:45	LAPSED	T
CRIS PURCHASE/IREPS	sak31Oct17	test for joint venture		31/10/2017 10:13	03/11/2017 14:00	LAPSED	T
CRIS PURCHASE/IREPS	31OCT2017	wedewded	Published	31/10/2017 17:54	03/11/2017 15:00	LAPSED	T
CRIS PURCHASE/IREPS	JV01-06NOV17	test for joint venture	Published	06/11/2017 12:28	06/11/2017 14:00	LAPSED	T
CRIS PURCHASE/IREPS	JV-02	test for joint venture		06/11/2017 16:30	07/11/2017 14:00	LAPSED	T

Clicking on Bill Tracking icon through Closed Tenders folder or through Search Results brings up the following interface:

Bill Submission Details

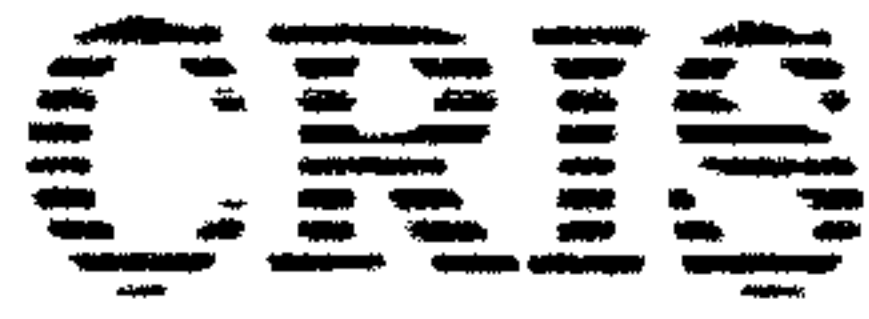
Important: This module is applicable only for bills for payment against works & service contracts, and for supply contracts for non-stock items i.e. all the bills that are not submitted to accounts department directly, but are submitted to concerned executive departments for passing. Bills against Supply order for Stock items which are submitted directly to Accounts department are not to be entered here. The position of such bills can be viewed directly by clicking on View Bills Status link on your home page.

Please enter details of your bill that you want to track. This form should be submitted only after the bill for payment has been submitted to the concerned bill passing authority. **Bill No/ GST Invoice Number and GSTIN Number should be entered carefully and should match exactly with the details mentioned on the physical copy of the bill submitted as any discrepancy in these details may lead to rejection.**

Tender No.	TEST28112017A	Tender Opening Date	28/11/2017
Name of Work	Testing		
Bill No/ GST Invoice No.		Bill/ Invoice Date	
Contract No.		Contract Date	
Amount Claimed		GSTIN Number	
Remarks (Optional)			
Bill Submitted To	Select		

The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.

When the Bill Tracking icon is clicked through Closed tenders folder or through Search results, the tender number, tender opening date, and Name of work get filled in automatically. The user is required to enter remaining details in the respective fields.



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- The official to whom the bill has been submitted can be selected from the dropdown list. The list displays the posts of all IREPS users of the unit to which the tender pertains.
- If the firm is not registered for GST (Goods and Service Tax), GSTIN number field can be left blank.
- Users shall take due care while entering the details as any discrepancy may result in either the bill position not getting updated, or rejection by the executive department/accounts department.


ii. For contracts placed against non IREPS tenders the user can submit bill details for bill tracking by clicking Submit New Bill Details link in Bill Tracking section on the Home page:

The screenshot shows the 'Goods & Services' home page. At the top, it displays the user's name 'Rakesh Kumar, TEST BIDDER1-BOKARO' and the date '29-Nov-2017 22:12:42 IST'. Below this, a message states: 'The Folders below will display tenders pertaining to new Goods & Services module only. The tenders pertaining to old Stores/ Supply module will not shown in these folders. Please use Search feature, or login into the Stores/ Supply module to search for tenders issued through the old module.' The main menu includes: My Payments (TDC/EMD/SD etc. made during last 30 Days), My Tenders (Live, Closed (Last 180 Days)), My Post Tender Activities (Negotiation, Counter Offer, Advance Acceptance Letter, Correspondence (Tender Related)), Bill Tracking (Pending Bills, Closed Bills, Submit New Bill Details), My Contracts (All Contracts (Last 180 Days), Search Contract), and My Message (Inbox). The 'Submit New Bill Details' link is highlighted with a red box.

Clicking on this link brings up the following interface:

The screenshot shows the 'Bill Submission Details' form. It includes an important notice: 'Important: This module is applicable only for bills for payment against works & service contracts, and for supply contracts for non-stock items i.e. all the bills that are not submitted to accounts department directly, but are submitted to concerned executive departments for passing. Bills against Supply order for Stock items which are submitted directly to Accounts department are not to be entered here. The position of such bills can be viewed directly by clicking on View Bills Status link on your home page. Please enter details of your bill that you want to track. This form should be submitted only after the bill for payment has been submitted to the concerned bill passing authority. Bill No/ GST Invoice Number and GSTIN Number should be entered carefully and should match exactly with the details mentioned on the physical copy of the bill submitted as any discrepancy in these details may lead to rejection.' The form fields are: Tender No., Tender Opening Date, Name of Work, Bill No/ GST Invoice No., Bill/ Invoice Date, Contract No., Contract Date, Amount Claimed, GSTIN Number, Remarks (Optional), and Bill Submitted To (a dropdown menu). At the bottom, there is a checkbox for 'The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.' and a 'Sign & Submit' button.


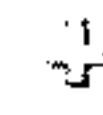


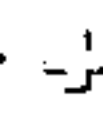
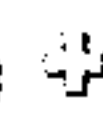
This interface is quite similar to the interface described in para i above, with the following differences.

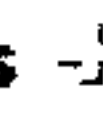

- ✦ The Tender Number, Tender Closing date, and Name of Work will not be auto-filled but have to be entered by the user.
- ✦ The official against Bill Submitted to field has to be selected by using Post Picker tool (). The usage of Post Picker tool is described in detail in para 4. below.

After all the required details have been filled in, the user has to digitally sign and submit the form by clicking on the **Sign & Submit** button.

3. Bill Tracking

After submission of bill details as described in para 2. above the contractor/ supplier can track the status of the bill at any point of time through the Pending Bill folder or Closed Bills folder in Bill Tracking section on the Home page as shown below:


- My Tenders
 - Live 
 - Closed (Last 180 Days) 
- My Post Tender Activities
 - Negotiation 
 - Counter Offer 
 - Advance Acceptance Letter 
 - Correspondence (Tender Related) 
- Bill Tracking








- Pending Bills 
 - Closed Bills 

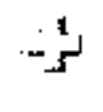
 - Submit New Bill Details

All the bills that are not yet passed/ paid out or returned appear in the **Pending Bills** folder. Clicking on the folder brings up the following details:

- Bill Tracking

- Pending Bills 

Bill No./Date	Contract No./Date	Submitted to	Status	Action
5467/29-NOV-2017	54/29-NOV-2017	DyCE/G/CRIS/EPS HQ-ENGINEERING	Acknowledged, Bill with Ex. Deptt.	
bill004/29-NOV-2017	con004/29-NOV-2017	Sr.DEN/EPS2/EPS HQ-ENGINEERING	CO6 Allotted	
bill1001/29-NOV-2017	con1001/29-NOV-2017	Dy.CMM/G/1/CRIS PURCHASE	CO6 Allotted	
bill003/17-NOV-2017	CON003/18-NOV-2017	Dy.CEE/TEST1/EPS HQ-ELECTRICAL	Acknowledgement Pending	
bill003/17-NOV-2017	CON003/18-NOV-2017	Dy.CEE/TEST1/EPS HQ-ELECTRICAL	Acknowledgement Pending	
Bill006/16-NOV-2017	con006/02-NOV-2017	Dy.CMM/G/1/CRIS PURCHASE	Bill Submitted to Accts. Deptt.	
Bill005/08-NOV-2017	con005/15-NOV-2017	Dy.CMM/G/1/CRIS PURCHASE	Bill Submitted to Accts. Deptt.	

 - Closed Bills 
 - Submit New Bill Details



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The folder displays the basic details of the pending bills, and brief status. Further details can be viewed by clicking on the **View Bill Details** icon (). Clicking on this icon brings up the following page:

Bill Details								
Firm's Name	TEST BIDDER1-BOKARO	User	Rakesh Kumar					
Address	87, Jump Street4563,Bokaro,Jharkhand,India							
Contract / Tender Details								
Tender No.	JVYes3	Tender Date	22/11/2017 00:00					
Contract No.	con004	Contract Date	29/11/2017					
Name of Work	fdgs fgsgs							
Bill Details								
Bill/ Invoice No.	bil004	Bill/ Invoice Submission Date	29/11/2017					
Amount Claimed	10500	Amount Paid	---					
GSTIN Number	11XXXXXX1111X1X1							
Remarks	test							
Certificate by Contractor: The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.								
Bill Submitted to	Sr.DEN/EP52 /	(As stated by the contractor)						
Current Status of Bill								
Bill Date 29/11/2017 Zone SER Party Name SAMIR BHUSAN DUTTA PartyCode 7HQ508589 Bill Status PASSED								
COB No	COB Date	Bill Amt	Passed Amt	Deducted Amt	Net Amt	CO/ No	CO/ Date	Abstract Date
07010117000641	29/11/2017	10500	15548.4	.4	15548	----	----	----
Home								

Along with the bill details, the page also shows the current status of the bill as shown above. The view may vary depending on the bill payment stage. Some other variations are shown below:

Certificate by Contractor: The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.		
Bill Submitted to	Dy.CEE/TEST1 / EPS HQ-ELECTRICAL	(As stated by the contractor)
Current Status of Bill	Acknowledgment Pending	

Bill not yet acknowledged by the Executive department

Certificate by Contractor: The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.		
Bill Submitted to	DyCE/G/CRIS / EPS HQ-ENGINEERING	(As stated by the contractor)
Current Status of Bill	Acknowledged by Department	

Bill acknowledged by Executive department, not yet submitted to Accounts department

Certificate by Contractor: The details submitted are true to the best of my/our knowledge. Physical copy of the bill has been submitted to the concerned authority.		
Bill Submitted to	Dy.CMM/G/1 /	(As stated by the contractor)
Current Status of Bill	Bill Submitted to Accts. Department	

Bill sent by Executive department to Accounts department

Bills that have been cleared, as well as bills that have been returned appear in the **Closed Bills** folder as shown below:

Bill Tracking				
<ul style="list-style-type: none"> Pending Bills Closed Bills 				
Bill No./Date	Contract No./Date	Submitted to	Status	Action
bill004/28-NOV-2017	con004/28-NOV-2017	DyCEE/G/EPH HQ-ELECTRICAL	Bill Paid	
2342/09-NOV-2017	32234324/16-NOV-2017	Dy.CMM/G/1/CRIS PURCHASE	Bill returned to Firm by Exec.	
BILL002/02-NOV-2017	CON002/28-NOV-2017	DyCE/G/CRIS/EPH HQ-ENGINEERING	Bill Paid	
BILL002/02-NOV-2017	CON002/28-NOV-2017	DyCE/G/CRIS/EPH HQ-ENGINEERING	Bill returned to Firm by Exec.	
BILL001/01-NOV-2017	CON001/28-NOV-2017	Sr.DEN/EPH2/EPH HQ-ENGINEERING	Bill returned to Firm by Accounts	
<ul style="list-style-type: none"> Submit New Bill Details 				

The details shown here are the same as displayed in Closed Bills folder. Detailed status of bill, along with Passed amount, deducted amount (in any), reason for return in case of returned bills etc. can be viewed by clicking on **View Bill Details** icon (). In case of return of the bill, the reason for return is also displayed as shown below:

Bill Submitted to	Sr.DEN/EPH2 /	(As stated by the contractor)						
Current Status of Bill								
Bill Date	01/11/2017	Zone SER	Party Name SAMIR BHUSAN DUTTA	PartyCode 7HQS08589	Bill Status RETURNED			
COB No	COB Date	Bill Amt	Passed Amt	Deducted Amt	Net Amt	COJ No	COJ Date	Abstract Date
07010117000642	29/11/2017	10000	10000	0	10000	----	----	----
Reason For Return	=Rate Difference,#Resubmission alongwith voucher,#WRONG ENTRY							

4. Using Post Picker tool

As stated in para 2. ii above, in case Submit New Bill Details link is used for initiating bill tracking, post picker tool () is to be used for selecting the post of the official to whom the bill has been submitted. Clicking on the post picker icon brings up the following interface:

Post Picker

Org Name* Indian Railway Zone*

Unit Type* Rly. Dept*

Unit* Grade*

Post*

The user has to select the details pertaining to the unit to whom the bill has been submitted i.e. Zone, Railway Department, Unit Type, Unit etc.

Once these filters have been applied, the Post of the concerned official can be selected from the dropdown list against Post field.



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Post Picker

Org Name*	Indian Railway	Zone*	Western Railway
Unit Type*	Division	Rly. Dept*	S AND T
Unit*	MUMBAI CENTRAL DIVISI	Grade*	All
Post*	DSTE/S/BCT (singh.sudhe)	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

After the post has been selected, the user has to click on the Submit button to select the official.

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